



AGENDA  
ALCOHOL AND DRUG ABUSE BOARD  
Monday, June 17, 2013  
9:30 a.m.  
Suite 260, Human Services Building  
1905 Duke Street  
Beaufort, SC 29902

Contact: 843.255.6000

1. WELCOME

A. Mrs. Bette Goettle, Board Chairman

2. DIRECTOR'S REPORT

- A. Revenue Report / July 2012 – May 2013
- B. Resolution / Beaufort County Citizens Advisory Board
- C. Board Survey
- D. Review / Board By Laws
- E. State / County FY 2014 Budget Update

3. NEW BUSINESS

4. OLD BUSINESS

5. ADJOURNMENT

A. Next Board Meeting: August 19, 2013 beginning at 9:30 a.m., Bluffton Office,  
4819 Bluffton Parkway

041513 BCADAD MINUTES

April 15, 2013

The BCADAD held its bi-monthly board meeting on Monday, April 15, 2013 at the Bluffton Office at 9:30 AM.

Present were: Bette Goettle, Fran Kenney, Linda Hoffman, Sally Hitchcock, John Coaxum,  
Charles Hammel and Chuck Najaka

Absent were: N/A

Finance: No Representative from Finance

The meeting was opened by the Board Chairwoman, Bette Goettle. Mrs. Goettle welcomed new Board Member, Sally Hitchcock. Mrs. Goettle then presented the Old Minutes for review. Charles Hammel moved to accept the Old Minutes as written and Bette Goettle seconded. The motion passed with a unanimous vote. The Agenda was the next item to be reviewed. Charles Hammel moved to accept the Agenda as presented and John Coaxum seconded. The motion passed with a unanimous vote to approve the Agenda as written.

At this time, the meeting was turned over to the Director, Mr. Boyne. Mr. Boyne then discussed the Strategic Plan Submission for FY2014-FY2016. Mr. Boyne stated that the Goals for Effectiveness are global goals designed to retain clients and improve effectiveness. He gave an overview of the plan with attention being given to the future Electronic Health Record implementation. This will require the purchase of new software, Qualifacts and the projected target date is September of this year, possibly October. Mr. Boyne stated that we had paid around \$6,000 for software and there is a possibility that we will recoup that cost back. More information on that will be forthcoming. Mr. Boyne asked the Board to review and sign off on the plan. Also, there will be a Letter of Transmittal and the plan will be sent in on May 13, 2013.

Mr. Boyne then began a discussion on the County Budget. He stated that a request for 1.3 million had been submitted. There is a guaranteed amount of \$170,000 from the Alcohol Excise Tax. Mr. Boyne told the Board that the General Fund from the County is less than last year. Our agency is a special revenue fund entity. In that, we have some advantages. We generate outside income including client fees.

Mr. Boyne stated that Beaufort County will be going under reassessment as property values have gone down. He stated that the County may possibly consider furloughs, the elimination of some programs and are still not actively hiring for open positions. Mr. Boyne stated that an added bonus for our agency is that we had a salary slippage from 7/1/12 through 4/15/13. This slippage from unfunded positions and vacant positions totaled around \$35,000.00. Mr. Boyne then announced that the Federal Block

Grant may be reduced by around five percent (5%) due to Sequestration. This would amount to about \$18,500.00.

Mr. Boyne announced that there are funds coming from a DHEC Grant. Tony Kleck, the Director, came to DAODAS and offered 3 million in funds derived in penalty monies from companies that had been fined. These funds will be divided among the 36 agencies. Mr. Boyne stated that these monies are probably obtained by fines imposed in lieu of civil suits.

Mr. Boyne further stated that we have lost no positions. He stated there is no official word on any COLA for this upcoming fiscal year, but council has heard a recommendation for a 2% COLA. He reminded the Board that we received a two percent (2%) COLA last year and the State retirement program was increased by one and one half percent (1 ½%), health insurance premiums went up and the FICA tax increased.

Mr. Boyne told the Board that there would be funds from the FY10 Medicaid Cost Settlement, but the amount is unknown at this time. Mr. Boyne did say that we are not going to deplete our operational monies this year. He continued by stating that even though the upcoming FY14 will be the hardest budget year yet, he is very optimistic. He said that it looks better now than it did in January 2013 for the upcoming fiscal year.

The Director then stated that Katie Godowns, our new prevention specialist is doing the Write 4 Life Program. This Program is a collaborative between our agency and the Beaufort County Detention Center. This is an 8 week program designed to help inmates between the ages of 18 to 25. This program is scheduled to start within the next month and it will be operating under the Prevention umbrella.

Mr. Boyne then addressed the State Site visit, which was a desktop audit, and stated that we did very well and that the next visit will be from DHEC. At this time, Mr. Boyne stated that this concluded his presentation.

Under New Business: It was announced that there would be a reschedule of the May 20, 2013 Board Meeting. This meeting would be on June 17, 2013 instead at the Beaufort Offices. The remainder of the meetings would be as follows: August 19, 2013 in Bluffton, October 21, 2013 in Beaufort and December 16, 2013 in Bluffton. Charles Hammel moved to accept the new schedule as presented, Chuck Najaka seconded. There being no Old Business, Linda Hoffman moved to adjourn, and the Board then adjourned.

The next Board Meeting will be on Monday, June 17, 2013 at 9:30 AM at the Beaufort Office.

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# **Monthly Revenue Report** **Beaufort County Alcohol & Drug Abuse Department**

**Reporting for Fiscal Period: April, 2013**

<i>Revenue Code &amp; Description</i>	<i>Cost Center Code &amp; Description</i>	<i>Special Contract Code &amp; Description</i>	<i>Collected</i>	<i>Charged</i>
0700-Donations	8103-Prevention - Other (Non DAOD		0	0
1801-Minibottle	2501-IOP - General		0	0
1801-Minibottle	3001-CBT		0	0
1801-Minibottle	4001-Intervention - ADSAP		0	0
1801-Minibottle	5501-Intervention - SciP		0	0
1801-Minibottle	8001-Prevention - Consolidated Gran		0	0
1802-County Appropriations	2501-IOP - General		4,375.00	0
1802-County Appropriations	3001-CBT		8,750.00	0
1802-County Appropriations	4001-Intervention - ADSAP		7,292.00	0
1802-County Appropriations	5501-Intervention - SciP		2,625.00	0
1802-County Appropriations	8001-Prevention - Consolidated Gran		6,125.00	0
1803-Consolidated Grant	3001-CBT		0	0
1803-Consolidated Grant	5501-Intervention - SciP		0	0
1803-Consolidated Grant	8001-Prevention - Consolidated Gran		0	0
1804-Employee Salary Supplement (COLA)	2501-IOP - General		1,291.61	0
1804-Employee Salary Supplement (COLA)	3001-CBT		2,411.01	0
1804-Employee Salary Supplement (COLA)	4001-Intervention - ADSAP		2,324.90	0
1804-Employee Salary Supplement (COLA)	5501-Intervention - SciP		947.18	0
1804-Employee Salary Supplement (COLA)	8001-Prevention - Consolidated Gran		1,636.05	0
1805-State Block Grant	4001-Intervention - ADSAP		1,577.02	0
1808-Medicaid	3001-CBT		0	0
1813-Consolidated Grant (Federal Dollars)	3001-CBT		0	0
1813-Consolidated Grant (Federal Dollars)	4001-Intervention - ADSAP		0	0
1813-Consolidated Grant (Federal Dollars)	8001-Prevention - Consolidated Gran		0	0
1819-Omega Continuing Care	5501-Intervention - SciP		0	0
1825-Youth Prevention Initiative	8503-Prevention - Youth Prevention I		0	0
1830-Other State	9001-Other - Project Not Categorized		0	0
1840-Other Local	8103-Prevention - Other (Non DAOD		0	0
1840-Other Local	9001-Other - Project Not Categorized		0	0
1844-School District	8103-Prevention - Other (Non DAOD		0	0
2000-Miscellaneous	8103-Prevention - Other (Non DAOD		0	0
3113-Outpatient Fees	3001-CBT		1,028.45	0
3115-Alcohol Education Program (AEP)	8103-Prevention - Other (Non DAOD		300.00	0
3130-ADSAP Fees	4001-Intervention - ADSAP		16,296.56	0
3131-OBI / PTI Fees	3801-OBI Outpatient Services (Level		1,225.00	0
<b>Totals:</b>			<b>58,204.78</b>	<b>0</b>

**Monthly Revenue Report**  
**Beaufort County Alcohol & Drug Abuse Department**

**Reporting for Fiscal Period: May, 2013**

<i>Revenue Code &amp; Description</i>	<i>Cost Center Code &amp; Description</i>	<i>Special Contract Code &amp; Description</i>	<i>Collected</i>	<i>Charged</i>
0700-Donations	8103-Prevention - Other (Non DAOD)		0	0
1801-Minibottle	2501-IOP - General		8,626.00	0
1801-Minibottle	3001-CBT		18,485.00	0
1801-Minibottle	4001-Intervention - ADSAP		17,252.00	0
1801-Minibottle	5501-Intervention - SciP		4,929.00	0
1801-Minibottle	8001-Prevention - Consolidated Gran		12,324.00	0
1802-County Appropriations	2501-IOP - General		4,083.00	0
1802-County Appropriations	3001-CBT		8,750.00	0
1802-County Appropriations	4001-Intervention - ADSAP		8,167.00	0
1802-County Appropriations	5501-Intervention - SciP		2,333.00	0
1802-County Appropriations	8001-Prevention - Consolidated Gran		5,834.00	0
1803-Consolidated Grant	3001-CBT		0	0
1803-Consolidated Grant	5501-Intervention - SciP		439.00	0
1803-Consolidated Grant	8001-Prevention - Consolidated Gran		0	0
1804-Employee Salary Supplement (COLA)	2501-IOP - General		0	0
1804-Employee Salary Supplement (COLA)	3001-CBT		0	0
1804-Employee Salary Supplement (COLA)	4001-Intervention - ADSAP		0	0
1804-Employee Salary Supplement (COLA)	5501-Intervention - SciP		0	0
1804-Employee Salary Supplement (COLA)	8001-Prevention - Consolidated Gran		0	0
1805-State Block Grant	4001-Intervention - ADSAP		0	0
1808-Medicaid	3001-CBT		0	0
1813-Consolidated Grant (Federal Dollars)	3001-CBT		59,796.00	0
1813-Consolidated Grant (Federal Dollars)	4001-Intervention - ADSAP		7,752.00	0
1813-Consolidated Grant (Federal Dollars)	5501-Intervention - SciP		2,720.00	0
1813-Consolidated Grant (Federal Dollars)	8001-Prevention - Consolidated Gran		22,233.00	0
1825-Youth Prevention Initiative	8503-Prevention - Youth Prevention I		0	0
1830-Other State	9001-Other - Project Not Categorized		0	0
1840-Other Local	8103-Prevention - Other (Non DAOD)		0	0
1840-Other Local	9001-Other - Project Not Categorized		0	0
1844-School District	8103-Prevention - Other (Non DAOD)		0	0
3113-Outpatient Fees	3001-CBT		9,552.00	0
3115-Alcohol Education Program (AEP)	3001-CBT		775.00	0
3130-ADSAP Fees	4001-Intervention - ADSAP		14,095.00	0
3131-OBI / PTI Fees	3801-OBI Outpatient Services (Level		1,819.00	0
3133-SciP Fees	5501-Intervention - SciP		0	0
<b>Totals:</b>			<b>209,964.00</b>	<b>0</b>

# Monthly Expenditure Report

## Beaufort County Alcohol & Drug Abuse Department

Reporting for Fiscal Period: May, 2013

Expense Code & Description	Cost Center Code & Description	Total Spent
# of FTE's: 3.27	2501-IOP - General	
# of FTE's: 8.08	3001-CBT	
# of FTE's: 3.45	4001-Intervention - ADSAP	
# of FTE's: 1.18	5501-Intervention - SciP	
# of FTE's: 4.02	8001-Prevention - Consolidated Grant	
0100-Personnel Services	2501-IOP - General	10,700.00
0100-Personnel Services	3001-CBT	22,262.00
0100-Personnel Services	4001-Intervention - ADSAP	18,542.00
0100-Personnel Services	5501-Intervention - SciP	6,654.00
0100-Personnel Services	8001-Prevention - Consolidated Grant	15,015.00
0200-Contractual Services (Personnel)	2501-IOP - General	480.00
0200-Contractual Services (Personnel)	3001-CBT	1,533.00
0200-Contractual Services (Personnel)	4001-Intervention - ADSAP	1,950.00
0200-Contractual Services (Personnel)	5501-Intervention - SciP	0
0200-Contractual Services (Personnel)	8001-Prevention - Consolidated Grant	470.00
0250-Contractual Services (Other)	2501-IOP - General	299.00
0250-Contractual Services (Other)	3001-CBT	524.00
0250-Contractual Services (Other)	4001-Intervention - ADSAP	403.00
0250-Contractual Services (Other)	5501-Intervention - SciP	242.00
0250-Contractual Services (Other)	8001-Prevention - Consolidated Grant	140.00
0275-TB Testing	3001-CBT	0
0300-Supplies/Materials	2501-IOP - General	150.00
0300-Supplies/Materials	3001-CBT	311.00
0300-Supplies/Materials	4001-Intervention - ADSAP	1,870.00
0300-Supplies/Materials	5501-Intervention - SciP	99.00
0300-Supplies/Materials	8001-Prevention - Consolidated Grant	967.00
0400-Fixed Charges	2501-IOP - General	27.00
0400-Fixed Charges	3001-CBT	57.00
0400-Fixed Charges	4001-Intervention - ADSAP	175.00
0400-Fixed Charges	5501-Intervention - SciP	18.00
0400-Fixed Charges	8001-Prevention - Consolidated Grant	37.00
0500-Travel	2501-IOP - General	0
0500-Travel	3001-CBT	337.00
0500-Travel	4001-Intervention - ADSAP	0
0500-Travel	5501-Intervention - SciP	35.00
0500-Travel	8001-Prevention - Consolidated Grant	351.00
0600-Equipment	3001-CBT	0
0600-Equipment	4001-Intervention - ADSAP	0
0600-Equipment	5501-Intervention - SciP	0
0600-Equipment	8001-Prevention - Consolidated Grant	0
1300-Employer Contributions	2501-IOP - General	4,924.00
1300-Employer Contributions	3001-CBT	9,047.00
1300-Employer Contributions	4001-Intervention - ADSAP	8,014.00
1300-Employer Contributions	5501-Intervention - SciP	2,840.00
1300-Employer Contributions	8001-Prevention - Consolidated Grant	5,931.00
2000-Other Expenditures (reimbursable)	8001-Prevention - Consolidated Grant	0
2020-Administrative Cost (reimbursable)	2501-IOP - General	2,815.00
2020-Administrative Cost (reimbursable)	3001-CBT	6,032.00
2020-Administrative Cost (reimbursable)	4001-Intervention - ADSAP	5,630.00
2020-Administrative Cost (reimbursable)	5501-Intervention - SciP	1,609.00
2020-Administrative Cost (reimbursable)	8001-Prevention - Consolidated Grant	4,022.00
2025-Administrative Cost (non-reimbursable)	2501-IOP - General	0
2025-Administrative Cost (non-reimbursable)	3001-CBT	0

# **Monthly Expenditure Report** **Beaufort County Alcohol & Drug Abuse Department**

**Reporting for Fiscal Period: May, 2013**

<i>Expense Code &amp; Description</i>	<i>Cost Center Code &amp; Description</i>	<i>Total Spent</i>
2025-Administrative Cost (non-reimbursable)	4001-Intervention - ADSAP	0
2025-Administrative Cost (non-reimbursable)	5501-Intervention - SciP	0
2025-Administrative Cost (non-reimbursable)	8001-Prevention - Consolidated Grant	0
2050-Other Expenditures (non-reimbursable)-1001	2501-IOP - General	0
2050-Other Expenditures (non-reimbursable)-1001	3001-CBT	0
2050-Other Expenditures (non-reimbursable)-1001	4001-Intervention - ADSAP	0
2050-Other Expenditures (non-reimbursable)-1001	5501-Intervention - SciP	0
2050-Other Expenditures (non-reimbursable)-1001	8001-Prevention - Consolidated Grant	0
<b>Total:</b>		<b>134,512.00</b>

# Monthly Expenditure Report

## Beaufort County Alcohol & Drug Abuse Department

Reporting for Fiscal Period: April, 2013

Expense Code & Description	Cost Center Code & Description	Total Spent
# of FTE's: 3.27	2501-IOP - General	
# of FTE's: 8.08	3001-CBT	
# of FTE's: 3.45	4001-Intervention - ADSAP	
# of FTE's: 1.18	5501-Intervention - SciP	
# of FTE's: 4.02	8001-Prevention - Consolidated Grant	
0100-Personnel Services	2501-IOP - General	7,133.00
0100-Personnel Services	3001-CBT	14,636.00
0100-Personnel Services	4001-Intervention - ADSAP	11,426.00
0100-Personnel Services	5501-Intervention - SciP	4,436.00
0100-Personnel Services	8001-Prevention - Consolidated Grant	10,010.00
0200-Contractual Services (Personnel)	2501-IOP - General	480.00
0200-Contractual Services (Personnel)	3001-CBT	1,533.00
0200-Contractual Services (Personnel)	4001-Intervention - ADSAP	1,780.00
0200-Contractual Services (Personnel)	5501-Intervention - SciP	0
0200-Contractual Services (Personnel)	8001-Prevention - Consolidated Grant	886.00
0250-Contractual Services (Other)	2501-IOP - General	201.00
0250-Contractual Services (Other)	3001-CBT	320.00
0250-Contractual Services (Other)	4001-Intervention - ADSAP	205.00
0250-Contractual Services (Other)	5501-Intervention - SciP	179.00
0250-Contractual Services (Other)	8001-Prevention - Consolidated Grant	6.00
0275-TB Testing	3001-CBT	0
0300-Supplies/Materials	2501-IOP - General	124.00
0300-Supplies/Materials	3001-CBT	259.00
0300-Supplies/Materials	4001-Intervention - ADSAP	748.00
0300-Supplies/Materials	5501-Intervention - SciP	83.00
0300-Supplies/Materials	8001-Prevention - Consolidated Grant	218.00
0400-Fixed Charges	2501-IOP - General	35.00
0400-Fixed Charges	3001-CBT	99.00
0400-Fixed Charges	4001-Intervention - ADSAP	95.00
0400-Fixed Charges	5501-Intervention - SciP	31.00
0400-Fixed Charges	8001-Prevention - Consolidated Grant	64.00
0500-Travel	2501-IOP - General	10.00
0500-Travel	3001-CBT	395.00
0500-Travel	4001-Intervention - ADSAP	10.00
0500-Travel	5501-Intervention - SciP	225.00
0500-Travel	8001-Prevention - Consolidated Grant	708.00
0600-Equipment	3001-CBT	0
0600-Equipment	4001-Intervention - ADSAP	0
0600-Equipment	5501-Intervention - SciP	0
0600-Equipment	8001-Prevention - Consolidated Grant	0
1300-Employer Contributions	2501-IOP - General	3,283.00
1300-Employer Contributions	3001-CBT	5,948.00
1300-Employer Contributions	4001-Intervention - ADSAP	4,938.00
1300-Employer Contributions	5501-Intervention - SciP	1,893.00
1300-Employer Contributions	8001-Prevention - Consolidated Grant	3,954.00
2000-Other Expenditures (reimbursable)	8001-Prevention - Consolidated Grant	0
2020-Administrative Cost (reimbursable)	2501-IOP - General	2,037.00
2020-Administrative Cost (reimbursable)	3001-CBT	4,074.00
2020-Administrative Cost (reimbursable)	4001-Intervention - ADSAP	3,395.00
2020-Administrative Cost (reimbursable)	5501-Intervention - SciP	1,222.00
2020-Administrative Cost (reimbursable)	8001-Prevention - Consolidated Grant	2,852.00
2025-Administrative Cost (non-reimbursable)	2501-IOP - General	0
2025-Administrative Cost (non-reimbursable)	3001-CBT	0

Monday, May 13, 2013 - 10:12:09 AM

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**Monthly Expenditure Report**  
**Beaufort County Alcohol & Drug Abuse Department**

**Reporting for Fiscal Period: April, 2013**

<i>Expense Code &amp; Description</i>	<i>Cost Center Code &amp; Description</i>	<i>Total Spent</i>
2025-Administrative Cost (non-reimbursable)	4001-Intervention - ADSAP	0
2025-Administrative Cost (non-reimbursable)	5501-Intervention - SciP	0
2025-Administrative Cost (non-reimbursable)	8001-Prevention - Consolidated Grant	0
2050-Other Expenditures (non-reimbursable)-1001	2501-IOP - General	0
2050-Other Expenditures (non-reimbursable)-1001	3001-CBT	0
2050-Other Expenditures (non-reimbursable)-1001	4001-Intervention - ADSAP	0
2050-Other Expenditures (non-reimbursable)-1001	5501-Intervention - SciP	0
2050-Other Expenditures (non-reimbursable)-1001	8001-Prevention - Consolidated Grant	90.00
<b>Total:</b>		<b>90,019.00</b>

**FY 13 (July-May 2013) Collected Fees**

	<u>ADSAP</u>	<u>CBT</u>	<u>Prevention</u>								
	<u>Adsap Fees</u>	<u>Tx Fees</u>	<u>OBI Fees</u>	<u>Perf-Based</u>	<u>Medicaid Fees</u>	<u>STEP Fees</u>	<u>AEP Fees</u>	<u>PREP Fees</u>	<u>TEP Fees</u>	<u>Synar</u>	<u>Total</u>
July	13,115.44	3,215.06	630.00								16,960.50
August	8,557.00	3,011.00	2,025.00			527.21	1,400.00			441.08	15,961.29
Sept	10,679.00	1,680.00	1,800.00								14,159.00
Oct	11,400.00	5,201.00	825.00				575.00	50.00			18,051.00
Nov	9,314.88	3,466.56	1,065.00				425.00				14,271.44
Dec	6,258.00	2,354.44	390.00				1,225.00				10,227.44
Jan	8,435.00	3,170.25	1,195.00		23,107.66		75.00				35,982.91
Feb	14,844.00	3,358.70	960.00				1,500.00	50.00			20,712.70
Mar	11,931.58	4,512.00	1,365.00					100.00			17,908.58
Apr	16,296.56	1,028.45	1,225.00					300.00			18,850.01
May	14,095.00	9,552.00	1,819.00				775.00				26,241.00
June											
<b>Total</b>	124,926.46	40,549.46	13,299.00		23,107.66	527.21	5,975.00	500.00		441.08	209,325.87



County Council of Beaufort County  
**ALCOHOL AND DRUG ABUSE DEPARTMENT**

1905 Duke Street, Suite 270  
P.O. Box 311 · Beaufort, SC 29901-0311  
Phone: (843) 255-6000 · Fax: (843) 255-9406

**RESOLUTION OF THE BEAUFORT COUNTY  
CITIZEN'S ADVISORY BOARD**

**WHEREAS**, The Beaufort County Alcohol & Drug Abuse Department, is dedicated to the delivery of behavioral health care in an environment characterized by strict conformance with the highest standards of accountability for administrative, business, financial and marketing management;

**WHEREAS**, the leadership of the Beaufort County Alcohol & Drug Abuse Department is aware of and fully committed to the need to prevent and detect fraud, waste, abuse, fiscal mismanagement and misappropriation of funds through the maintenance of a formal "Corporate Compliance Program"; and

**WHEREAS**, the Beaufort County Alcohol & Drug Abuse Department is fully committed to the maintenance of comprehensive policies, procedures and other compliance measures to provide monitoring and conformance with all legal and regulatory requirements.

**BE IT RESOLVED**, that the governing authority of the Beaufort County Alcohol & Drug Abuse Department, on this date and with the full consent and authority of the Beaufort County Administrator, authorizes the Director of the agency to take all actions necessary to effect the organization's Corporate Compliance (Responsibility) Program, including, if necessary, the engagement of all persons applicable for the purpose of assisting and maintaining a compliance program.

*IT IS SO APPROVED AND EFFECTIVE THIS DATE.*

*Bette Goettle*  
Chairman

\_\_\_\_\_  
Signature

Date: June 17, 2013

**BEAUFORT COUNTY  
CITIZEN'S ADVISORY BOARD  
SURVEY**

Purpose: To assess the Board's satisfaction with the direction, services and leadership of the Beaufort County Alcohol & Drug Abuse Department (BCADAD). Please return the survey in the enclosed envelope as soon as possible.

Please circle your answer

Date: June 17, 2013

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1. The level of **cooperation** between the Board and the Director of the agency is:

Extremely Poor	Below Average	Average	Above Average	Excellent
1	2	3	4	5

2. In your opinion, the BCADAD responds to request from the community in a timely and efficient manner:

Extremely Poor	Below Average	Average	Above Average	Excellent
1	2	3	4	5

3. My satisfaction with the direction(s) of the agency in terms of it's' services to the community and those in need is:

Extremely Poor	Below Average	Average	Above Average	Excellent
1	2	3	4	5

4. In what three areas should the BCADAD concentrate its manpower and financial resources?

5. My overall satisfaction with the performance of the Director is:

Extremely Poor	Below Average	Average	Above Average	Excellent
1	2	3	4	5

Your comments regarding the programs, services or staff of the BCADAD is welcome. Please use the lines below to continue or you may use the reverse side.

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**BY-LAWS OF THE**  
**BEAUFORT COUNTY ALCOHOL & DRUG ABUSE DEPARTMENT**

**ARTICLE I. NAME AND ORIGIN:**

The name of this organization is the Beaufort County Alcohol & Drug Abuse Department (BCADAD). It is the designated single county agency for alcohol and drug abuse programming pursuant to South Carolina Act 301 of 1973 (Sections 61-5-310 through 61-5-380 of the Code of Laws of South Carolina, 1976) and the Beaufort County Ordinance Number 803, repealed by Ordinance 89/9 and amended by Ordinance 92/9.

**ARTICLE II. PURPOSE:**

The purpose of the BCADAD shall be to plan, direct and support programs for the prevention of alcohol and drug abuse in Beaufort County. It shall cooperate in the implementation of State plans as it relates to law enforcement and drug education, treatment and rehabilitation of alcohol and drug dependent persons. The department shall provide prevention, intervention and treatment services.

**ARTICLE III. BCADAD BOARD MEMBERSHIP:**

**Section A. Composition, Terms and Representation:**

The BCADAD Board is composed of Seven (7) members, representing a cross section of residents of Beaufort County. With recommendations from the BCADAD Board, they are appointed by County Council for terms of Four (4) years or until their successors are appointed. Board members shall be registered voters of Beaufort County and these members serve without compensation.

**Section B. Vacancies:**

1. Any Board member is subject to removal for cause by a majority vote of the County Council.
2. The Department Board member attendance shall be submitted to the Clerk to Council twice yearly. The County Council may replace any Board member who regularly fails to participate in the meetings or activities of the BCADAD. The County Council may also remove any Board member who has had three (3) consecutive absences during the year, taking into consideration for any extraordinary circumstances.

**Section C. Officers:**

1. The officers shall be: Chairman and Vice-Chairman. Other officer positions may be established as deemed necessary. The officers shall be elected from the board membership. The Staff Secretary of the Board will be appointed from the staff of the BCADAD by the Director of the Department.
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## **2. Responsibilities:**

- a. The Chairman shall be an ex-officio member of all committees or task forces of the Board. When present, he/she shall preside at meetings of the BCADAD Board.
- b. The Vice-Chairman, in the absence or inability of the Chairman to serve, shall preside at meetings of the BCADAD Board and shall perform any other duties of the Chairman. In the event of a vacancy in the office of the Chairman, the Vice-Chairman shall succeed to the office of Chairman and serve for the unexpired term and The Board shall elect a Vice-Chairman to fill that vacancy for the remainder of the term.
- c. The Staff Secretary shall be responsible for recording the minutes of the Board meetings and providing copies to the board members before the next scheduled Board meeting. The Staff Secretary shall also be responsible for safe-keeping of all documents and papers necessary for the use of the Board and shall perform such other duties as directed by the Department Director.

## **ARTICLE IV. ELECTIONS:**

1. Officers will be elected to serve a two (2) year term and may be re-elected to that post, as long as that member remains on the Board. The terms of officers shall begin at the fall meeting.
2. A nominating committee shall be appointed at the spring meeting to present a slate of candidates for consideration by the full Board at the late summer meeting. At that time, nominations may be made from the floor. The elections will be held at the fall meeting.
3. Members shall elect officers by a simple majority of a secret ballot or voice vote, whichever serves the pleasure of the Board.

## **ARTICLE V. RESPONSIBILITIES AND DUTIES:**

- A. Advise the County Council of Beaufort County on matters appropriate to the fulfillment of the mission of the BCADAD.
  - B. Advise the Executive Director of the BCADAD on the development and updating of a comprehensive plan for the BCADAD designed to promote the achievement of BCADAD related goals as noted in the Beaufort County Strategic Plan.
  - C. Periodically review BCADAD program and policies to gauge their efficiency, effectiveness and congruence with the goals of the BCADAD Comprehensive County Plan.
  - D. Act in support of the Executive Director and the County Council in promoting the efforts of the BCADAD among the citizens, agencies and institutions of Beaufort County and the State of South Carolina.
  - E. The Board is advisory in nature, as such; members function as the BCADAD's liaison between the department and Beaufort County Council.
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F. Establish committees, as appropriate, in order to propose policy and action. Permanent committees shall be established by simple majority vote of the Board. Temporary working committees may be established by the Chairman of the Board.

G. Receive from the Director monthly financial reports, budget expenditures and revenue sources reports, including personnel acquisitions, transfer and dismissal.

H. Incorporate all responsibilities and duties not included herein and as outlined in Beaufort County Ordinance 92/9 (General Template).

I. Enjoy all rights and privileges of a county advisory board, to include per diem and mileage incurred in the course of their board duties, only when such has been authorized by the County Authority.

#### **ARTICLE VI. BOARD MEETINGS:**

1. The Board shall meet every other month to conduct such business as may be deemed necessary by the Chairman and the Department Director. All Board meetings are open to the general public. An annual Board meeting will be held in the fall of each year.

2. Special meetings may be called at the discretion of the Chairman.

3. For the conduct of official business and binding decisions of the BCADAD Board at any regular or specially called meeting, a quorum of at least four (4) members shall be required, either in person or by proxy.

#### **ARTICLE VII. DIRECTOR:**

1. The Director of the Alcohol and Drug Abuse Department shall be employed by the County Administrator as a county department head. The BCADAD Board may make recommendations of the best candidate for the position to the County Administrator for his consideration.

2. The BCADAD Director shall be responsible for developing, administering and evaluating the programs of the department and in doing so shall:

- a. Execute the policies established by the State, County and Board governances;
  - b. Employ and supervises staff and administrative personnel as authorized.
  - c. Care for the property of the Department and prepares and administers the budget subject to the approval of the Board, DAODAS and County authorities.
  - d. Develop good working relationships with other public and private entities.
  - e. Publicize and interpret the overall goals and individual programs of the Department.
  - f. Provide staff assistance to the Chairman at all meetings of the Board.
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**ARTICLE VII. ADMENDMENT OF BY-LAWS AND PARLIAMENTARY AUTHORITY:**

1. These By-Laws can be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment(s) has been submitted in writing at the previous meeting and is subject to final approval by the Beaufort County Council.
2. Robert's Rules of Order shall be used for parliamentary proceedings in keeping with these By-Laws.

**Reviewed by BCADAD Board – 6/17/2013**

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